



FLORIDA INTERNATIONAL UNIVERSITY
CHAPMAN GRADUATE SCHOOL OF BUSINESS

Application Procedure and Checklist

To apply for admission to the Chapman Graduate School of Business, applicants should submit the following to:

Florida International University
Chapman Graduate School of Business
MS-MIS Program
11200 SW 8th Street – RB 220
Miami, FL 33199

- _____ Graduate Application for Admission, along with nonrefundable application fee of \$30.00 in US dollars.
Applications can be completed at <http://gradschool.fiu.edu/admissions.html>
MS-MIS program code is **MINF10MS**
Graduate Certificate in MIS program code is **MGIG10CRT**
- _____ Official transcript(s) from all previously attended colleges and/or universities. Transcripts must be sent directly to the Chapman Graduate School Admissions by all formerly attended institution(s) in a sealed university envelope.
- _____ Official proof of degree
A notarized copy of the original diploma is required if the degree is not posted on the official transcript(s).
- _____ Official GMAT (**Minimum score is 500**) or GRE score (**Combined verbal & quantitative scores must equal a minimum of 1000**). The official score must be sent directly by Educational Testing Service (ETS).
FIU's university code is: **5206**
Certificate students do not require GMAT/GRE.
- _____ Resume
- _____ Statement of purpose
There is not a minimum or maximum word or page count. The document should outline your objectives in pursuing this graduate degree.
- _____ Recommendation letters (Optional)

International applicants and applicants who did not obtain a degree in the U.S. should submit all of the documents above and in addition, those listed below.

- _____ If official transcript(s) is not in English, a second copy of the transcript must be requested from previously attended institution(s) for translation by an official translation agency. The official translation as well as the requested official copy of the transcript(s) must be submitted.
- _____ Official TOEFL score (**Minimum score is 213 on computer-based or 550 on paper-based**)
The official score must be sent directly by Educational Testing Service (ETS). FIU's university code is: **5206**
- _____ Declaration of Finances
This form can be downloaded from http://gradschool.fiu.edu/downloads/Declaration_of_Finances.doc.
Declaration of Finances has to reflect \$42,000.
- _____ Bank letter has to reflect \$42,000.
- _____ Sponsor letter (if applicable).

****Only those applicants who have submitted complete application packets will be considered. Meeting the minimum requirements is not a guarantee of admissions.